



All-Campus Judicial Council

University of Rochester Students' Association

ACJC Letter of Intent

This is the first of two documents required of the Appellant when submitting an appeal. The second document is the official ACJC Appeals Form, which must be completed within one week of the Appellant's first meeting with the Chief and Deputy Chief Justices. This document provides the basic outline of the Letter of Intent that is to be filed both online and in person to the Chief and Deputy Chief Justices.

This letter does not formally initiate the appeals process that is outlined in Section IV of the Student's Association Constitution, Article II, Section 3 of the Bylaws, and Article VI, Section 4 of the Bylaws. The official Appeals Form activates this process.

Letter Outline

There is no official structure for the Letter of Intent. The following information must be included:

- Name of the Appellant
- Current Date
- Affiliated Organization (if applicable)
- Appellant's Email Address
- Appellant's Phone Number
- Decision Being Reviewed and Date of This Decision

This letter does not need to include:

- Justification for Review
- Evidence Supporting Point of View on Decision



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The following is an example Letter of Intent:

Dear ACJC Chief Justice and Deputy Chief Justice:

My name is *[Insert Name]* and I am writing to you both to express my intentions to file an appeal to the All-Campus Judicial Council for the decision made by *[Insert Relevant Group or SA Government Body]*. This decision was made on *[Insert Date of Decision]* and stated *[Insert Summary of Decision]*.

I wish to meet with you both to discuss this process and the policies that surround it. I understand that this is not the official start of the appeals process and that the responding organization may be present in these meetings.

I look forward to meeting with you.

Regards,

[Insert Name]

[Insert Email Address]

[Insert Phone Number]